



## POSITION ANNOUNCEMENT

### ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development of its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

### ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for advanced manufacturing, biotechnology, cyber security, and medicine. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Place in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at Augusta National Golf Club and being the hometown of recording artist, James Brown. The region offers a live, work, play environment with assets such as the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and the US Army Cyber Center of Excellence at Fort Gordon.

### ABOUT THE POSITION

**Position:** Food Service Employee - Cougar Café

**Job Code:** 50336

**Campus Location:** Augusta Campus

**Salary:** \$12.00 hr.

### JOB SUMMARY

The Food Service Employee is responsible for the preparation and serving of a variety of food items to students, staff, and visitors in the college's dining hall facility.

### MINIMUM QUALIFICATIONS

High School Diploma or GED and completion of courses toward a diploma in Culinary Arts.

### PREFERRED QUALIFICATIONS

Completion of or eligible for completion of a program related certificate along with the minimum qualifications.

### COMPETENCIES

- Strong analytical skills with attention to detail and accuracy.
- Understanding of the mission and philosophy of technical education.
- Effective oral and written communication skills.
- Knowledgeable about methods of students' evaluation.
- Competent computer skills and ability to use common software programs (e.g. Microsoft Word, Excel, PowerPoint).
- The ability to implement technology into instruction.

## **JOB RESPONSIBILITIES**

- Ensures proper food preparation and handling.
- Assists with maintaining procedures for cost, waste, and quality control.
- Assists with responding to stakeholders concerns promptly and respectfully.
- Assists with coordinating all maintenance issues by reporting them to the supervisor.
- Follows proper cash handling and guest credit card procedures.
- Cleans and assists with daily maintenance of the Café to ensure proper health and sanitation compliance.
- Demonstrates the ability to lift 50-75 pounds as well as the ability to stand for 2-3 hour intervals.
- Effectively communicates with all stakeholders.

## **PROFESSIONAL RESPONSIBILITIES**

- Completes staff development plan requirements each year and enters activity reports into the appropriate reporting systems promptly.
- Maintains certifications required for employment within the food service industry.

**APPLICATION DEADLINE:** The position will remain open until filled. All applications packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

*A Unit of the Technical College System of Georgia*

### **Equal Employment Opportunity Statement**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.